



WE'RE HIRING

ADMINISTRATIVE SPECIALIST

Be part of a DYNAMIC team - Apply today!

Seeking SEASONED Administrative Specialist or Office Manager. All professional admin experience welcomed – from physician’s offices to law firms to construction or other industry. The position provides integral administrative support to a diverse team of educators, organizers, and activist working to promote and protect American Democracy.

- Office management experience – answer phones, emails and inquiries; prepare reports, invoices and records; maintain database systems; order supplies; organize space and events; carry out community outreach.
- Experience with Microsoft Word, Excel, database required.
- Basic computer, printer set up and support experience.
- Website, social media posting experience preferred but not required.
- Experience with diverse communities. Bilingual or multilingual is an asset.
- Further details on responsibilities available upon request.

Must have a vehicle and be able to travel.

Flexible work schedule to include some Saturdays. All hours on-site.

Compensation: \$28/hour plus full medical, dental and simple IRA.

To apply: Send resume and cover letter to info@icleadership.org.



www.icleadership.org

ICL is committed to Equal Opportunity, and to considering applicants of all ages, races, sexual orientations, national origins, ethnicities, and religions. We encourage people from diverse backgrounds and experiences related to our core organizational values and objectives to apply.



INSTITUTE FOR
COMMUNITY LEADERSHIP



Institute for Community Leadership | icleadership.org | 253.872.3612

ADMINISTRATIVE SPECIALIST/ OFFICE MANAGER

30-40 hours a week

Compensation: \$28/hr, plus full medical and dental benefits and Simple IRA

Flexible work schedule to include some Saturdays. All hours on-site.

Are you looking to be part of a DYNAMIC team? Join the Institute for Community Leadership in a personally-transforming effort to protect and preserve democracy in America.

Who we are: The Institute for Community Leadership strengthens community, peace, and expands social and economic justice by educating and preparing young people to become lifelong, active participants in a robust, fair, and equitable democratic process. High school and college students integrate into intensive study of nonviolence, social justice, and the science of organizing. Each student engages in civic action that focuses on interracial, intergenerational, and multisector movements and campaigns that advance social change.

For more information see our website www.icleadership.org, and a short documentary video on our leadership initiative, Changing Ourselves through Being a Part of the Solution! - <https://www.youtube.com/watch?v=6AD0RBG0R4w>

Overview: Seeking SEASONED Administrative Specialist or Office Manager. All professional admin experience welcomed – from physician’s offices to law firms to construction or other industry. The position provides integral administrative support to a diverse team of educators, organizers, and activist working to promote and protect American Democracy. This position works out of the ICL headquarters, at the Jack O’Dell Education Center, in Kent, WA.

Requirements:

- A driver’s license, a car, automobile insurance on that vehicle, and cell phone. Occasional driving of students to/from classes and events.
- Work with individuals and communities of races and ages different than one’s own
- Strong self-initiative and outgoing attitude
- Must have the ability to support a team and handle multiple daily tasks
- Excellent oral and written communication skills
- Desire and willingness for personal transformation; Personal commitment to justice for working people
- Ability to lift 10 pounds (our cultural exchange tours include loading and unloading bags, tents, and equipment for our mobile camp)

The Institute for Community Leadership is an equal employment opportunity employer. Employment decisions are based on merit and organizational needs, and not on race, color, citizenship status, national origin, ancestry, gender, gender identity or expression, sexual orientation, age, weight, religion, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law.



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Desirable Qualifications:

- Office management experience – answer phones, emails and inquiries; prepare reports, invoices and records; maintain database systems; order supplies; organize space and events; carry out community outreach.
- Experience with Microsoft Word, Excel, database required.
- Basic computer, printer set up and support experience.
- Website, social media posting experience preferred but not required.
- Experience with diverse communities. Bilingual or multilingual is an asset.

Work location: This is an on-site position with work schedule flexibility. Weekdays plus some Saturday mornings for community events. This position works out of the ICL headquarters, at the Jack O'Dell Education Center, in Kent, WA.

Compensation, Benefits: \$28/hour plus full medical, dental and simple IRA. Mileage reimbursement for occasional driving duties.

How to apply: Send a resume and cover letter to info@icleadership.org. **Please note, a cover letter is REQUIRED with your resume.**

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